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29 December 1966

25X1 MEMORANDUM TO: []

Subject: Discussion with Mr. Bannerman

1. On 23 December 1966 I discussed the following records management items with Messrs Bannerman and Warfield:

a. Disposition of Financial Records

I advised that under present circumstances these records cannot be scheduled for disposal because they have not been audited by the GAO since 1961 and the Office of the General Counsel does not believe the Agency can legally destroy them. The volume in the Records Center and the rate of annual accumulation seriously affect the life of the Records Center. Mr. Bannerman was aware of this situation and did not have any suggestion as to how this problem can be solved.

b. Use of GSA Records Center at Suitland, Maryland ✓

Discussed the original proposal to use this facility on the basis CIA would provide staff to control and service requests for NIS, maps and finished intelligence reports. Discussed the recent turn down of request for 3 positions to staff Suitland operations and these alternative proposals:

(1) let GSA service our needs - they originally agreed but decided they couldn't do it.

25X1 (2) transfer inactive, unclassified and some NIS to Suitland and store it in an isolated area to be controlled by CIA and serviced [] as needed; this would be only a stop-gap measure because only about 10-12,000 cubic feet of records would be transferred.

(3) transfer one person [] to Suitland to control and service requests as far as possible in accordance with original plan; hire a contract person [] to off-set loss from transfer to Suitland.

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25X1 Mr. Bannerman thought the original plan should be followed and he said that one or two slots could be "taken out of the DDS hide". He said that [] should be consulted on this. I advised him that some of our records [] should be moved to Suitland by about September 1967 at the latest. 25X1

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c. Need for \$395 to Buy a Proto-type Ladder for Records Center

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I advised that funds have been budgeted for this in Records Center budget [] would not authorize expenditure. He said [] should be consulted about the \$395 and the additional funds needed for 17 more ladders at \$285 each.

d. Use of Space Saving Equipment

I enumerated a number of projects in process or contemplated which will provide floor space savings of about 2500 square feet and make safes and other file equipment available. He was very much impressed with the results.

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Chief, Records Administration

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